

**SECRET**

JAN 1981

## MEMORANDUM FOR ALL PERSONNEL

FROM: Chief, ISB (U)

SUBJECT: Contractor's Activity Data Base (U)

1. The Contractor's Activity Data Base, maintained by the OD&E/DDS&T Contracts Staff, reflects a variety of information with respect to all companies engaged in contractual activity under the sponsorship of OD&E, consisting primarily of those contracts funded by the NRO. [redacted] SPA Data Base Manager/OD&E, has agreed to prepare a special printout for ISB for any specified contractors we wish to audit. The printout will reflect the identity of the contractor, its location, each contract with the dollar amount, and the OD&E office (i.e., [redacted] responsible for managing the contract. The printout will also reflect the status of each contract, using the following code: (S)

- a. Status 1: No Contract (*local procurement*)
- b. Status 2: Authorized to Proceed
- c. Status 3: Definitized (in process)
- d. Status 4: In Settlement
- e. Status 5: Closed (final payment received)
- f. Status 6 & 7: Procurement Division Contract (Agency Funded)

2. The procedure for reviewing this printout will require that either the Chief or Deputy Chief, ISB, contact Mr. [redacted] approximately 24 hours in advance to identify the contractors of interest and request he obtain the printout. Once the request has been made, interested ISB personnel will be able to review the printout at Headquarters (6B05). Due to the sensitivity OD&E attaches to this information, we will not be allowed to retain a copy of these printouts. (C)

**SECRET**

## ROUTING AND RECORD SHEET

|  |          |           |                    |
|--|----------|-----------|--------------------|
| SUBJECT: (Optional)                                  |          |           |                    |
| Audit Reporting Format                               |          |           |                    |
| FROM:  |          | EXTENSION | NO.                |
| C/ISB <i>JSD</i>                                     |          |           | DATE               |
|  |          |           | 5 January 1981     |
| TO: (Officer designation, room number, and building) | DATE     |           | OFFICER'S INITIALS |
|  | RECEIVED | FORWARDED |                    |
| 1.   |          |           |                    |
| Dave A.  |          |           | <i>W.A.</i>        |
| 2.   |          |           | <i>JG</i>          |
| Gary B.  |          |           |                    |
| 3.   |          |           |                    |
| Jerry D.   |          | 1/7/81    | <i>W.A.</i>        |
| 4.   |          |           |                    |
| Esther K.  |          | 1/6/81    | <i>EK</i>          |
| 5.   |          |           |                    |
| Bill K.  |          | 1/12      | <i>K</i>           |
| 6.   |          |           |                    |
| 7.   |          |           |                    |
| 8.   |          |           |                    |
| <i>Jay</i>   |          | 1/27/81   | <i>JG</i>          |
| 9.   |          |           |                    |
| 10.  |          |           |                    |
| 11.  |          |           |                    |
| 12.  |          |           |                    |
| 13.  |          |           |                    |
| 14.  |          |           |                    |
| 15.  |          |           |                    |

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